

## Requesting Additions to Current Certifications

Applying for additional methods with the State of Utah ELCP is a simple process. We require the following information/documentation to add an analyte:

1. A letter requesting the analyte(s)/method(s) you wish to add to your current certification.
2. MBMS Information Form<sup>1</sup> for each method you are requesting (all four pages must be completed).
3. The Analytical Procedure(s) relating to each analyte/method you are requesting.
4. A Reporting Limit and or a Detection Limit Summary<sup>1</sup> as applicable must be submitted for each analyte/method you are requesting.
5. All applicable PT Audit results your laboratory may have for the requested analyte(s). Your laboratory must pass 2 of the last 3 PT challenges during the last 12 months.
6. For additions involving technology new to the certification, an on-site assessment may be required. The cost of all travel related expenses will be billed to the requesting laboratory and payable prior to the analyte approval.

When the ELCP receives your request, your laboratory will be billed an Administrative fee of \$50.00 for each addition and the parameter fee for each analyte/method you request. For example, if ABC Laboratory requested the addition of RCRA Methods Arsenic by 6010 B, Mercury by 7471 A, and pH by 9041 A under current FY 2002 prices, the method costs would be \$75.00 (\$25.00 each). The Administrative Fee would be \$150.00 for a total of \$225.00 in non-refundable application fees.

Please send any request for additions to current certifications to:

Bureau of Laboratory Improvement  
Attention: Certification Section  
46 North Medical Drive  
Salt Lake City UT 84113

Your request will be pending (not forwarded to a surveyor for review and approval) until all required information is received and your invoice is paid. If there are any questions regarding the process or documentation, please contact this office for assistance at 801-584-8469. The ELCP personnel are willing to assist your laboratory in any way to ensure that your request is processed in a timely manner.

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<sup>1</sup> \*The MBMS Forms and an example of the Detection Limit Summary can be requested from our office or downloaded from our website at: <http://www.health.state.ut.us/els/labimp>